

**LEADERSHIP TRAINING PROGRAMME (LTP)
REGISTRATION FORM**

PARTICIPANT'S DETAILS:

Name:	
Organization/Company:	
Office Address:	
Home Address:	
City:	Country:
Office Phone:	Alternate Phone:
Office Email:	Alternate Email:

LTP 2019 SCHEDULE:

****Select the course(s) you are attending; forward completed form to – hameed@cardstonconsulting.com***

Tick	Course Title	Location	Date	Duration	Fee
	The Role of the Judiciary in Elections and Political Transitions	Dubai, UAE	June 17 - 21, 2019	1 week	US\$3,400
	Managing Intra and Inter Institutional Relations for Effective Administration of Justice	Johannesburg, South Africa	July 15 - 19, 2019	1 week	US\$3,400
	The Role of Judges in Leading Change and Implementing Reforms in the Judiciary	Chicago, USA	August 26 - 30, 2019	1 week	US\$3,400
	Navigating the Social Media: Personal and Professional Guides for Judicial Officers	London, UK	October 14 – 18, 2019	1 week	US\$3,400
	Professionalizing the Administration of the Judiciary	Johannesburg, South Africa	November 4 – 8, 2019	1 week	US\$3,400
	Exploring the Law and Prospects Relating to the Use of Information Technology Tools for the Administration of Justice	Dubai, UAE	December 16 – 20, 2019	1 week	US\$3,400

PAYMENT INFORMATION:

Payment should be received at least 10 business days prior to commencement of the training. **In certain circumstances, payment can be made at the training venue after prior agreement with our programme coordinators.** Please make payment/transfer funds to the following account:

Beneficiary Name: Cardston Consulting Inc.

Beneficiary Address: 11-1155 North Service Road, Oakville, Ontario L6M 3E3, Canada

Beneficiary Account#: 3052-7200765

Beneficiary Bank: TD Canada Trust

Swift Code: TDOMCATTOR

Routing #: ABA026009593

Transit #: 30522

Bank Address: 6501 Derry Road, Milton, Ontario L9T 7W1, Canada

TERMS & CONDITIONS:

- A spot is reserved upon nomination and completion/submission of registration form, but reservation will only be guaranteed upon confirmation of payment.
- Full payment of the course fee should be received not later than ten (10) business days prior to the commencement of the training.
- Fee is inclusive of training materials, coffee/tea breaks, snacks, lunch, group tour and certificate of attendance. Applicants are responsible for the process and costs associated with obtaining visa, travels, accommodation and other requirements. We will only provide support to facilitate these requirements where possible.
- **Participants who wish to attend the programmes with their spouses as guests are required to pay the “Guest Attendance Fee” of US\$500. Such guests will be entitled to participate in the workshop activities such as lunch, dinner and group tour. It is the responsibility of the participant to notify us when they have a guest. Unfortunately, only spouses could be accepted as guests, children and other family members cannot participate in workshop activities.**
- Accommodation is not included in the course fee. Requests for reservations should be made directly to the hotel or convention centre where applicable. We will only provide support to facilitate reservations where possible.
- In case of circumstances beyond our control, the training and venue may be subject to change, postponement or substitution at short notice.
- Request for cancellation or refund must be received at least fourteen (14) days before commencement of the training. A registered participant can request to have pre-paid fees refunded, applied to the next available course, or nominate a substitute at no extra-cost.
- A cancellation fee of 25% of the course fee will be charged for all cancellations or refunds received less than fourteen (14) days before commencement of the training.

I agree to these terms and conditions.

Participant’s Signature:	Date:
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Contact Information:

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